

**MARKET SURVEY  
for  
FEDERAL AVIATION ADMINISTRATION (FAA)**

**Office of Airports (ARP)  
Office of Airport Planning and Programming (APP)  
Airport Planning, Environmental and Financial Services**

**1. Objective**

The Federal Aviation Administration's Office of Airport Planning and Programming is conducting a Market Survey to:

- Inform the industry of the potential contract opportunity and solicit capabilities statements and other information from interested consultants capable of providing the services set forth in the potential Screening Information Request (SIR).
- Solicit statements of interest and capabilities from qualified and capable small businesses.

**2. Purpose**

This market survey is being reissued because of a change in the size standard for the applicable NAICS code. For code 541611, Administrative Management and General Management Consulting Services, the small business size limit is now \$14 million dollars of average annual revenue.

This market survey is conducted in effort to obtain the information necessary to determine whether adequate competition exist to set-aside the competition among small businesses, services disabled veteran owned small business (SDVOSB), or 8(a) socially and economically disadvantaged businesses (SEDB). SEDB must be certified by the Small Business Administration (SBA). The acquisition strategy and the nature of this procurement have yet to be determined. The FAA may decide to do a full and open competition or a full or partial set-aside with the business types identified above.

This Market Survey announcement is not a SIR or a Request for Proposals (RFP) of any kind. This survey is for informational and planning purposes only. The FAA is not seeking or accepting unsolicited proposals. This notice should not be construed as a commitment of any type by the Government to take or not take any action. No evaluation letters or results will be issued to respondents. The Government will not reimburse any costs incurred by vendors in responding to this notice.

The North American Industry Classification System (NAICS) code for this effort is 541611, Administrative Management and General Management Consulting Services. The size limit, for purposed of determining whether or not an establishment is a small

business is an average of \$14 million in gross revenue over the past three years. The acquisition strategy for this procurement has yet to be determined.

### **3. Background**

The Federal Aviation Administration's mission is to provide the safest, most efficient aerospace system in the world. The FAA strives to reach the next level of safety, efficiency, environmental responsibility and global leadership.

The Office of Airport Planning and Programming establishes policies, standards and guidance in support of airport planning and environmental processing, and administers the FAA's financial assistance programs—the Airport Improvement Program (AIP) and Passenger Facility Charge (PFC) programs. There is a high degree of overlap and interrelationship among these three areas, as well as interaction with other parts of the Office of Airports and other parts of the FAA.

From time to time, the Office of Airport Planning and Programming requires consultant or contract services to perform functions that are beyond the resources or capacity of in-house FAA personnel. Therefore, the FAA is considering procuring an indefinite-quantity, indefinite delivery consultant contract to support these requirements if and when they arise. The place of performance will be Washington, DC with travel as needed to accomplish the requirements of each task order.

### **4. Description of the Requirement**

The FAA is considering awarding a contract for services in support of the FAA's development of policy, guidance, analysis and program evaluations in the following areas. The FAA recognizes that few individual firms will have the full range of professional and technical resources in-house to support some of the highly specialized disciplines identified. However, many of the services the FAA needs will require a cross-disciplinary approach by a team that understands how these issues relate to one another. Therefore, the FAA will ultimately seek a firm or team that has the broadest possible range of planning, environmental and financial capabilities in-house, as well as experience in actively directing and integrating research in at least some of the more specialized disciplines. The FAA encourages prospective respondents to establish or join teams. If a respondent wishes to respond only to one or two of the three major areas (planning, environmental and/or financial), they may do so and the FAA may instead award more than one contract in order to secure the full range of services required. However, the FAA does not encourage responses that address only a narrow subset of these capabilities.

The FAA will consider directly relevant experience at both the organizational and individual level, including the availability of qualified principals, management and professional and technical staff. The FAA will also consider demonstrated capability to manage and deliver multiple simultaneous and/or overlapping task-orders in the various disciplines.

Note: This contract is not generally intended to conduct or prepare actual planning,

environmental or financial analyses in connection with individual airports. However, from time to time, services procured under this contract may be used to review, validate or supplement such analyses prepared by others.

**A. Airport Planning**

- a. Conduct technical research and analysis on issues including (but not limited to):
  - i. Airport planning standards;
  - ii. Demand forecasting including air carrier, general aviation and cargo activity analysis, as well as sensitivity analysis and risk analysis;
  - iii. Airport demand/capacity analysis (including surface traffic management and comprehensive simulation capabilities);
  - iv. Aviation industry trend analysis, including airline operational practices, fleet mix, and aircraft performance;
  - v. State, regional and metropolitan system planning;
  - vi. Airport master planning;
  - vii. Socioeconomic and demographic analysis;
  - viii. Real estate, land acquisition and lease management issues related to both aeronautical and non-aeronautical land use (including surrounding land use compatibility issues and land release policies);
  - ix. Intermodal, landside, passenger terminal and supporting infrastructure planning;
  - x. Capacity- and efficiency-enhancing technologies, such as surface traffic management as well as communication, navigation, and surveillance technology advances that will influence airport planning practices;
  - xi. Sustainability planning; and
  - xii. Other airport-related planning issues not enumerated above.
- b. Assist in evaluating issues affecting technical airport planning standards.
- c. Assist in evaluating financial and environmental impacts of proposed changes in planning policies and standards.
- d. Assist in developing performance metrics and other evaluation methods.
- e. Develop and/or evaluate analytical, administrative and management tools (e.g., analytical templates or non-enterprise data management systems to support technical processes and program management functions).
- f. Evaluate, revise and develop Advisory Circulars and other guidance documents, outreach materials, training programs and materials.
- g. Conduct program evaluations.
- h. Develop processes and procedures.
- i. Support document production including reports and publications.

**B. Airport Environmental**

- a. Conduct technical research and analysis on issues including (but not limited to):
  - i. Noise impacts, mitigation and land-use compatibility planning;
  - ii. Air quality;
  - iii. Alternative energy sources;
  - iv. Sustainability; Environmental justice;
  - v. Public lands, farmland and other unique resources;
  - vi. Historical and archeological resources;
  - vii. Wetlands, floodplains and water quality;
  - viii. Critical habitat and endangered species; and
  - ix. Other environmental resources pursuant to the National Environmental Policy Act (NEPA), Council on Environmental Quality (CEQ)

- regulations, and other special-purpose environmental laws.
- b. Assist in evaluating issues affecting technical airport environmental processes.
- c. Assist in evaluating financial and planning impacts of proposed changes in environmental policies and standards.
- d. Assist in developing performance metrics and other evaluation methods.
- e. Develop and/or evaluate analytical, administrative and management tools (e.g., analytical templates or non-enterprise data management systems to support technical processes and program management functions).
- f. Evaluate, revise and develop Advisory Circulars and other guidance documents, outreach materials, training programs and materials.
- g. Conduct program evaluations.
- h. Develop processes and procedures.
- i. Support document production including reports and publications.

**C. Airport Financial**

- a. Conduct technical research and analysis on issues including (but not limited to):
  - i. Airport financial and economic issues;
  - ii. Airport capital financial resources, revenue use restrictions and operating costs;
  - iii. Financial documentation, reporting, oversight and audit requirements;
  - iv. Benefit/cost analysis and life-cycle cost analysis;
  - v. Methods for evaluating and validating capital cost estimates and associated trends;
  - vi. Municipal finance matters (e.g., debt financing structures, market/investor considerations, bond covenants, governance structures and associated issues);
  - vii. Risk analysis and sensitivity analysis;
  - viii. Airport/airline lease and use agreement issues, airport access and land-use issues; and
  - ix. Other airport-related financial or economic issues not enumerated above.
- b. Assist in evaluating issues affecting airport financial processes, with a particular focus on airport capital funding resources (federal and non-federal).
- c. Assist in evaluating planning and environmental impacts of proposed changes in financial policies and resources.
- d. Assist in developing performance metrics and other evaluation methods.
- e. Develop and/or evaluate analytical, administrative and management tools (e.g., analytical templates or non-enterprise data management systems to support technical processes and program management functions).
- f. Evaluate, revise and develop Advisory Circulars and other guidance documents, outreach materials, training programs and materials.
- g. Conduct program evaluations.
- h. Develop processes and procedures.
- i. Support document production including reports and publications.

**5. Capability Statement**

The following items are needed to complete the Capability Statement. In five (5) pages or less, please provide the following information regarding past performance, capabilities and available resources:

- A. Capability and past experience of Respondent (including its current staff) to research and analyze the types of technical issues listed in Section 4 and prepare both technical and non-technical documents pertaining to airport planning, airport environmental and airport financial matters. Include a clear explanation of the proposed team structure and how the team would meet the requirements set forth in Section 4.
- B. Capability to access specialized expertise supporting each of the preceding capabilities including legal, audit, economic analysis, information management systems and specialized engineering and technical capabilities (e.g., acoustical engineering, hydrology, etc.).
- C. Indicate your firm's expected programmatic approach (in-house, teaming, subcontracting, etc.) to meeting the requirements set forth in Section 4. Respondents must provide their strategy for accomplishing this work, including the percentage of work that will be done by eligible small, service-disabled veteran-owned and 8(a) certified businesses as prime contractors.
- D. One or two examples of past performance on engagements of similar size and scope. These examples should include the client's name and address, a description of the work, period of performance, type of contract, total dollar value of the contract and a point of contact name and phone number. Please limit each example to one page. These one or two pages do not count toward the 5 page page limit.

**6. Points of Contact (POC):**

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Phone: (202) 267-8468  
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**7. Questions**

Submit questions via email to Mr. White's address, above. Answers will be publicized periodically as amendments to the Market Survey on the FAA's Contracting Opportunities website. The cut off for questions is 5:00p Eastern Time on Wednesday, January 2, 2013.

## **8. Market Survey Responses**

Responses must be received no later than 10:00 a.m. Eastern time on Monday January 7, 2013. The FAA prefers that all submittals, including attachments, are submitted electronically to Mr. White's e-mail address, shown above. Please submit as either a Microsoft Word file or a searchable PDF file. The filename must clearly state the name of the Respondent. If you cannot respond electronically, please send at least two hard copies by the indicated deadline to the POC address identified above.

Please include a cover letter on company letterhead and a completed Business Declaration Form. Responses are limited to five (5) pages at 12 point font. (The cover letter does not count toward the page limit.) In addition to the Business Declaration Form, attach the following letters of certification, as applicable. (This documentation does not count toward the page limit.)

## **9. Attachments**

- Business Declaration Form
- Small Business Administration 8(a) Certification letter, if applicable
- Veterans Administration SDVOSB Certification, if applicable